

Civilian Acquisition Workforce Personnel Demonstration Project

An Introduction to CCAS

[Contribution-based Compensation and
Appraisal System]

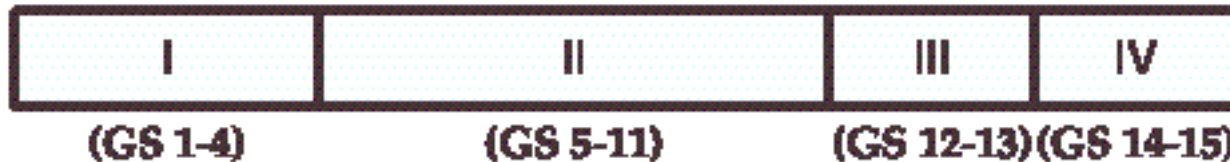
To start this introduction, please go to the next slide.

Instructions

- To obtain the full effect of this self-paced training presentation, it is recommended that you use the Slide Show feature of Power Point.
- The Slide Show feature can be activated by going to the Tool Bar, select Slide Show and then select View Show.
- To advance to the next slide
 - use the left mouse click, or
 - use the “PgDn” key on the keyboard
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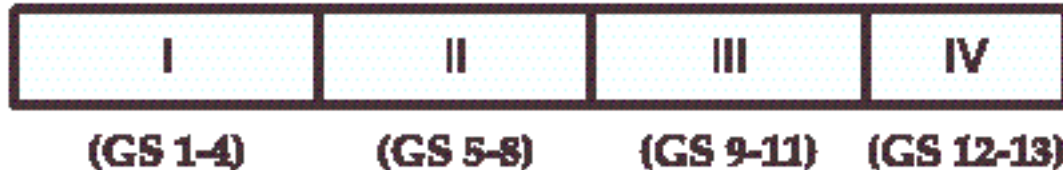
There are three career paths with broadband levels.

Business Management and Technical Management Professional (NH)



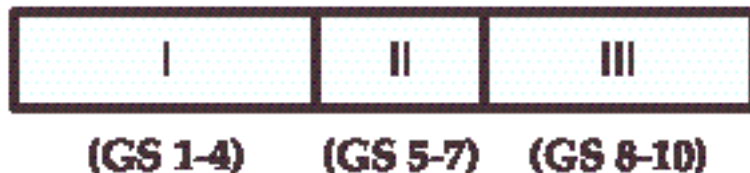
← Career path with four levels

Technical Management Support (NJ)



The salary range for a given broadband level of a career path corresponds to the General Schedule Pay Rates.

Administrative Support (NK)



← Career path with three levels

There are point ranges associated with each career path and broadband level.

LEVELS		Business and Technical Professional	Technical Support	Administrative Support
		Point Range	Point Range	Point Range
IV	Very High	115	95	70
	High	96-100	79-83	
	Med	84-95	67-78	
	Low	79-83	61-66	
III	High	79-83	62-66	57-61
	Med	67-78	52-61	47-56
	Low	61-66	47-51	38-46
II	High	<p>High, Med(ium), Low in any broadband level refers to salary in relation to the salary range for your broadband. You are either in the high range, medium range, or low of the salary range for the broadband. High, Med, Low not mean that you are high, medium, or low contributor.</p>		
	MH			
	Med			
	ML			
	Low			
I	High	24-29	24-29	24-29
	Med	6-23	6-23	6-23
	Low	0-5	0-5	0-5

Table 4. Point Ranges

How Am I Evaluated Under the
Contribution-based Compensation and
Appraisal System (CCAS)?

You are evaluated against six factors.

- Factors
 - Problem Solving
 - Teamwork/Cooperation
 - Customer Relations
 - Leadership/Supervision
 - Communications
 - Resource Management
- Discriminators
 - Refine the Factors
 - Are the Same for All Levels of Contribution
 - No Modification
- Descriptors
 - Define Increasing Levels of Contribution
 - Are Different for Each Level of Each Career Path
 - No Modification

An example of a factor: This is for Resource Management for the Business Management career path.

LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL I <ul style="list-style-type: none"> • Uses assigned resources needed to accomplish tasks. • Plans individual time and assigned resources to accomplish tasks. • Effectively accomplishes assigned tasks. 	<ul style="list-style-type: none"> - Scope of Responsibility - Planning/Budgeting - Execution/Efficiency
LEVEL II <ul style="list-style-type: none"> • Plans and utilizes resources to accomplish goals. • Optimizes resource utilization against established schedules. • Effectively accomplishes assigned tasks within established resource guidelines. 	<ul style="list-style-type: none"> - Scope of Responsibility - Planning/Budgeting - Execution/Efficiency
LEVEL III <ul style="list-style-type: none"> • Plans and allocates resources to accomplish multiple projects/programs. • Identifies and optimizes resources to accomplish multiple projects/programs goals. • Effectively accomplishes multiple projects/programs within established guidelines. 	<ul style="list-style-type: none"> - Scope of Responsibility - Planning/Budgeting
LEVEL IV <ul style="list-style-type: none"> • Develops, acquires, and allocates resources to accomplish goals and strategic objectives. • Formulates organizational strategies, tactics, and budgets to acquire and allocate resources. • Optimizes, controls, and manages all resources across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures. 	<ul style="list-style-type: none"> - Execution/Efficiency

Please note that
DISCRIMINATORS are the same
for all levels.

Please note that
DESCRIPTORS are different
for each level.

An example of a factor: This is for Resource Management for the Business Management career path.

LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL I <ul style="list-style-type: none"> • Uses assigned resources needed to accomplish tasks. • Plans individual time and assigned resources to accomplish tasks. • Effectively accomplishes assigned tasks. 	<ul style="list-style-type: none"> - Scope of Responsibility - Planning/Budgeting - Execution/Efficiency
LEVEL II <ul style="list-style-type: none"> • Plans and utilizes appropriate resources to accomplish project goals. • Optimizes resources established schedule • Effectively accomplishes resource guidelines. 	<ul style="list-style-type: none"> - Scope of Responsibility - Budgeting - Efficiency
LEVEL III <ul style="list-style-type: none"> • Plans and allocates resources for projects/programs. • Identifies and optimizes projects/programs goals • Effectively accomplishes established guidelines 	<ul style="list-style-type: none"> - Responsibility - Budgeting - Efficiency
LEVEL IV <ul style="list-style-type: none"> • Develops, acquires, and manages goals and strategic objectives • Formulates organizational strategy to acquire and allocate resources • Optimizes, controls, and manages projects/programs. I to attain goals and minimize expenditures. 	<ul style="list-style-type: none"> - Responsibility - Budgeting - Efficiency

Factors are in the Federal Register, Army Operating Procedures, and Position Requirements Document

or go to <http://dacm.sarda.army.mil/demo>

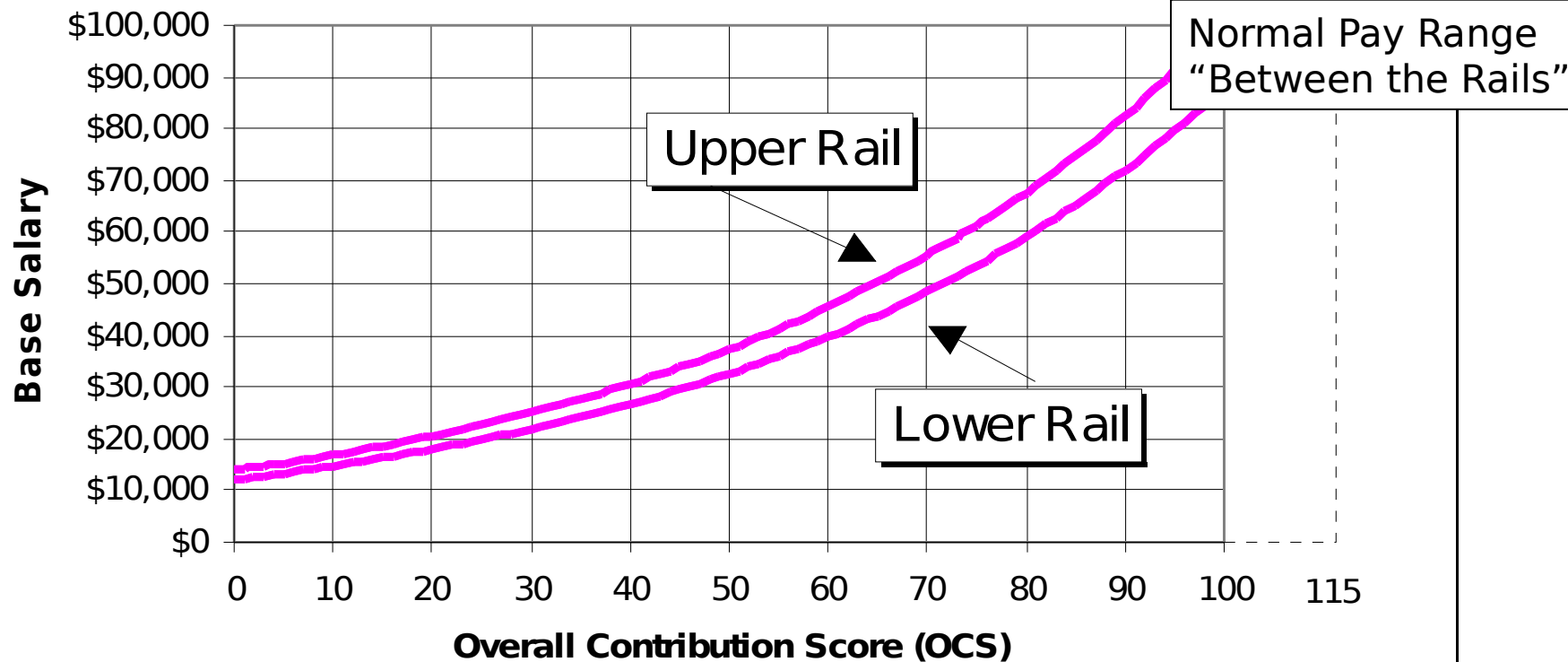
Before discussing what appraisal forms to use and how to complete the forms, four basic concepts must be understood.

These four basic concepts are....

- Normal Pay Range and eligibility for compensation
- Expected Level of Contribution
- Delta OCS and Delta Salary
- Compensation from the Pay Pool

Concept # 1
Normal Pay Range and Eligibility for
Compensation

The Normal Pay Range is the region bounded by the upper and lower rails, also called “between the rails”.



- Above the Upper Rail = Inappropriately Compensated A Region
- Normal Pay Range (Between the Rails) = Appropriately Compensated

The region determines your eligibility for compensation. These are the compensation rules and limits.

Category	General Pay Increase	Contribution Rating Increase	Contribution Award	Locality Pay ¹
Inappropriately Compensated-A	Could be reduced or denied	NO	NO	YES
Appropriately Compensated	YES	YES ² —Up to 6%	YES ⁵	YES
Inappropriately Compensated-B	YES	YES ³⁴ —Up to 20%	YES ⁵	YES

¹ Basic pay plus locality pay may not exceed Executive Level IV basic pay.

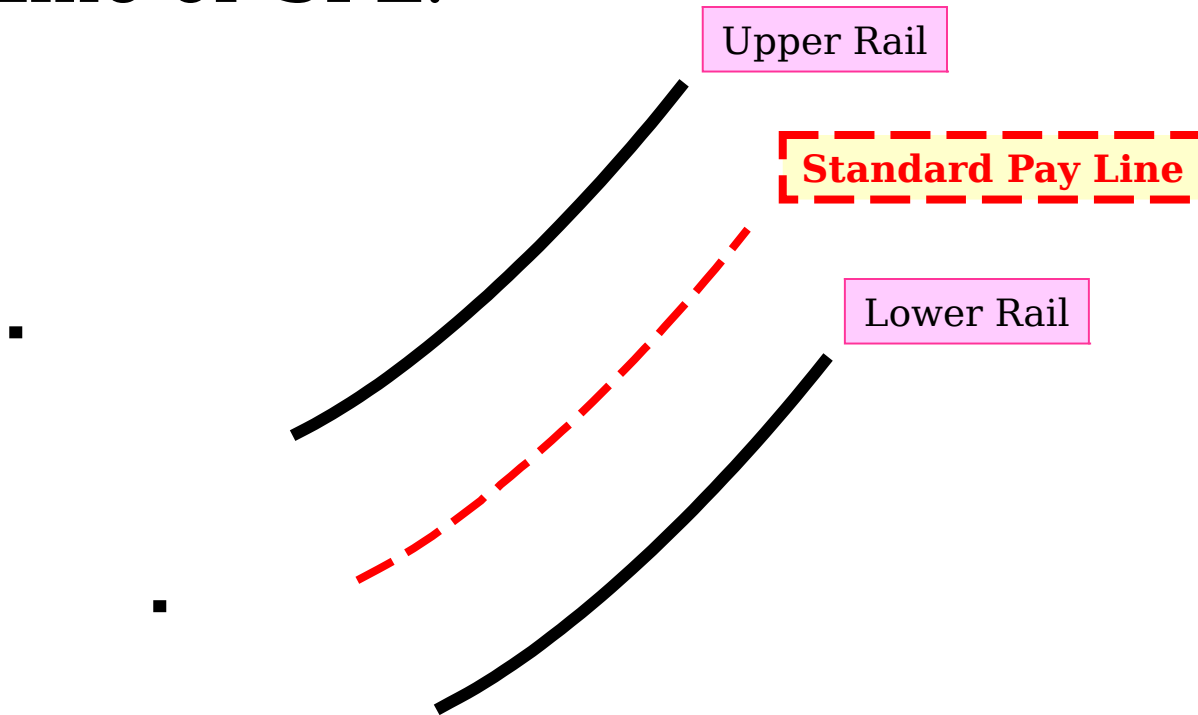
² May not exceed upper rail of NPR for employee's OCS or maximum salary for current broadband level.

³ Over 20% requires local commander's approval.

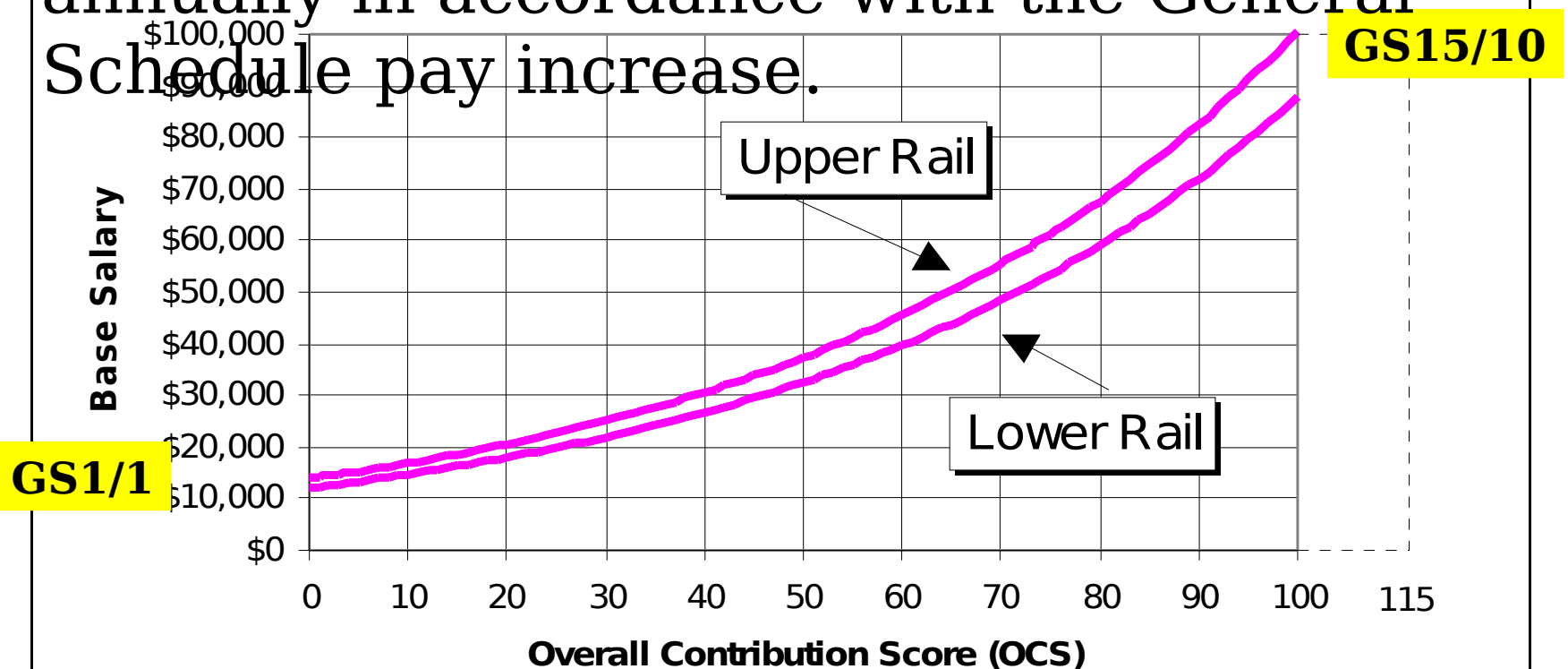
⁴ May not exceed 6% above the lower rail or the maximum salary for current broadband level

⁵ Pay pool manager approves up to \$10,000. Amounts exceeding \$10,000 require local commander's approval.

The Normal Pay Range was previously defined as the region bounded by the upper and lower rails. Midway between the upper and lower rail is the Standard Pay Line or SPL.



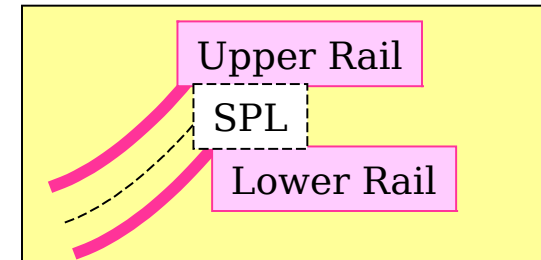
The Standard Pay Line or SPL is a mathematical relationship between contribution and salary. The SPL tracks from the lowest pay, GS-1 Step 1, to the highest pay, GS-15 Step 10. It is increased annually in accordance with the General Schedule pay increase.



Another way to show this is the Normal Pay Range and Standard Pay Line Chart

GS 1 Step 1

Normal Pay Range Standard Pay Line for 1999				
	OCS Score	SPL	*0.92 Upper Rail	*1.08 Lower Rail
GS01/1	1	\$ 13,630	\$ 12,540	\$ 14,720
	2	\$ 13,903	\$ 12,791	\$ 15,015
	33	\$ 25,720	\$ 23,663	\$ 27,778
	34	\$ 26,236	\$ 24,137	\$ 28,334
	35	\$ 26,761	\$ 24,621	\$ 28,902
	36	\$ 27,298	\$ 25,114	\$ 29,482
	37	\$ 27,845	\$ 25,617	\$ 30,073
	38	\$ 28,403	\$ 26,131	\$ 30,675
	39	\$ 28,972	\$ 26,654	\$ 31,290
	40	\$ 29,553	\$ 27,189	\$ 31,917
	41	\$ 30,145	\$ 27,734	\$ 32,557
	42	\$ 30,749	\$ 28,289	\$ 33,209
	43	\$ 31,366	\$ 28,856	\$ 33,875
	44	\$ 31,994	\$ 29,435	\$ 34,554
	45	\$ 32,635	\$ 30,025	\$ 35,246
	46	\$ 33,290	\$ 30,626	\$ 35,953
	47	\$ 33,957	\$ 31,240	\$ 36,673
	48	\$ 34,637	\$ 31,866	\$ 37,408
	49	\$ 35,332	\$ 32,505	\$ 38,158
	50	\$ 36,040	\$ 33,156	\$ 38,923
	96	\$ 89,786	\$ 82,604	\$ 96,969
	97	\$ 91,586	\$ 84,259	\$ 97,201
	98	\$ 93,422	\$ 85,948	\$ 97,201
	99	\$ 95,294	\$ 87,670	\$ 97,201
GS15/10	100	\$ 97,201	\$ 89,425	\$ 97,201



GS 15 Step 10

Concept # 2

Expected Level of Contribution

From the NPR and SPL Chart, you can determine your Expected Level of Contribution.

The Expected Level of Contribution is derived by equating your current **base** salary to an Overall Contribution Score (OCS) on the NPR and SPL Chart.

How is the Expected Level of Contribution Determined?

Employee's Base salary is \$32,310.

Find the closest dollar amount in the SPL column to the employee's base salary

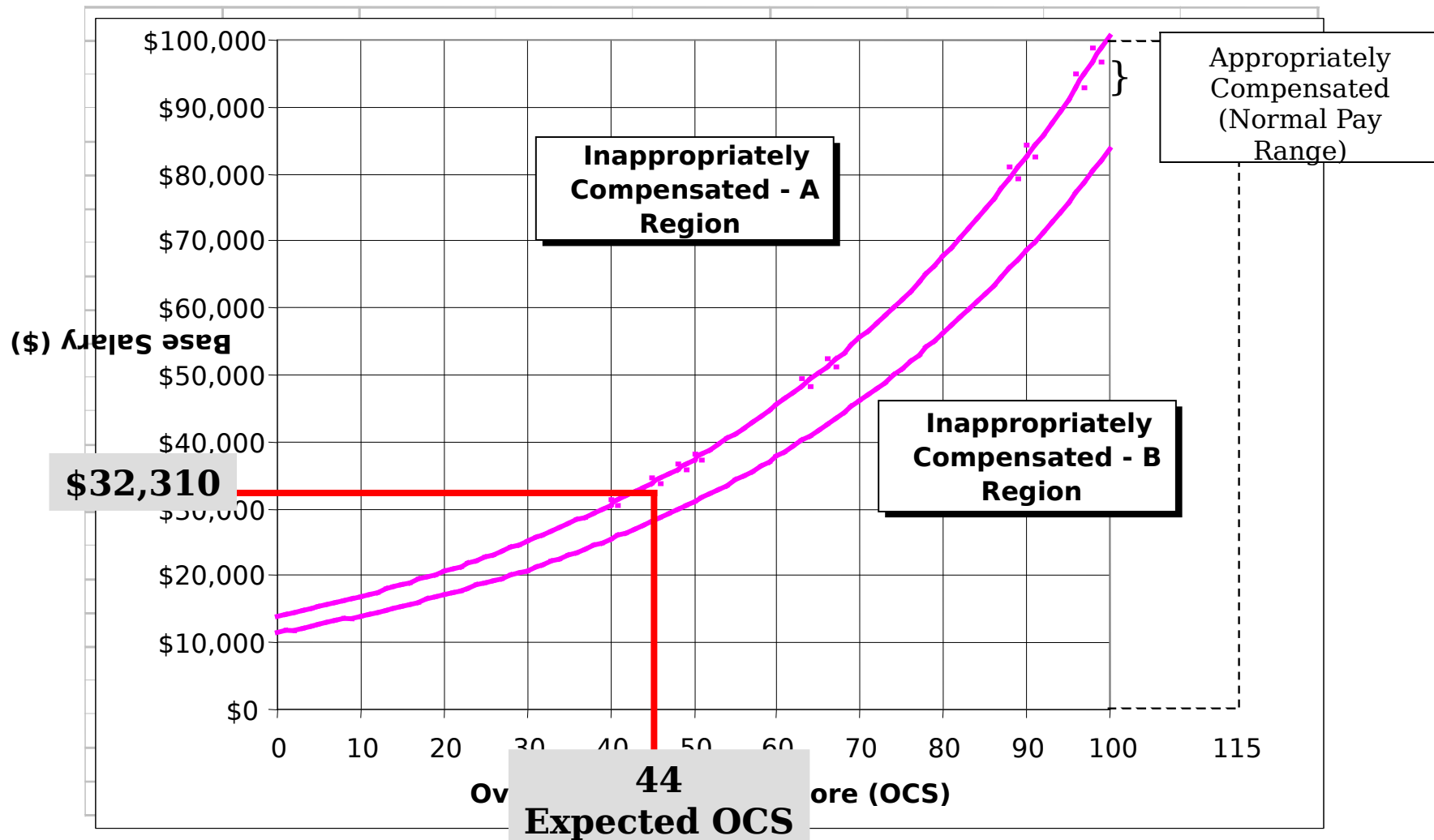
Normal Pay Range and Standard Pay Line for 1999					
	OCS Score	SPL		*0.92 Lower rail	*1.08 Upper Rail
	39	\$	28,972	\$ 26,654	\$ 31,290
	40	\$	29,553	\$ 27,189	\$ 31,917
	41	\$	30,145	\$ 27,734	\$ 32,557
	42	\$	30,749		
	43	\$	31,366		
	44	\$	31,994		
	45	\$	32,635		
	47	\$	33,957		
	48	\$	34,637		
	49	\$	35,332		

Expected Level of Contribution is 44

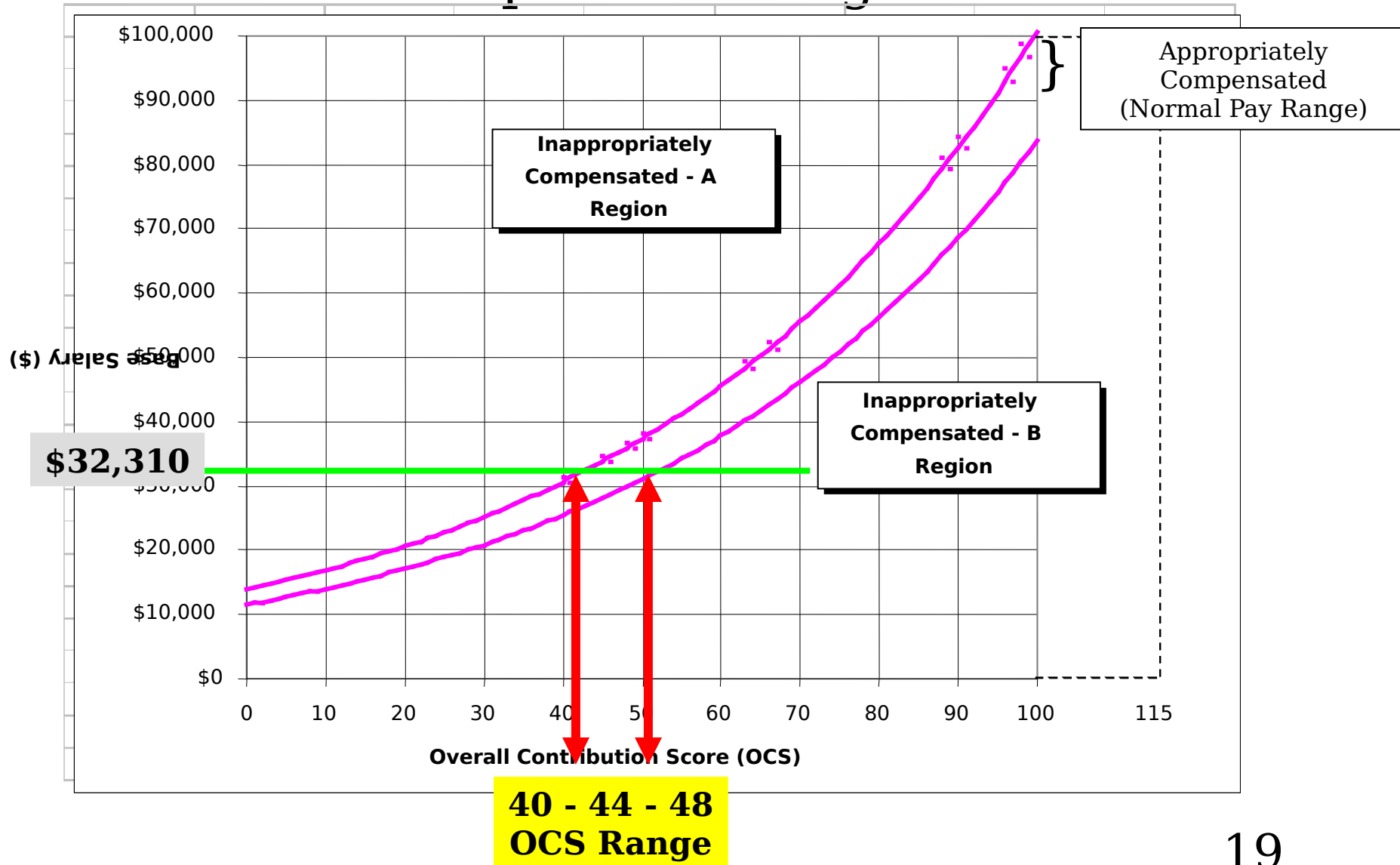
The NPR and SPL Table is updated annually upon the effective date of the General Schedule Pay Tables. For the current Table, go to or click on

<http://dacm.sarda.army.mil/demo>

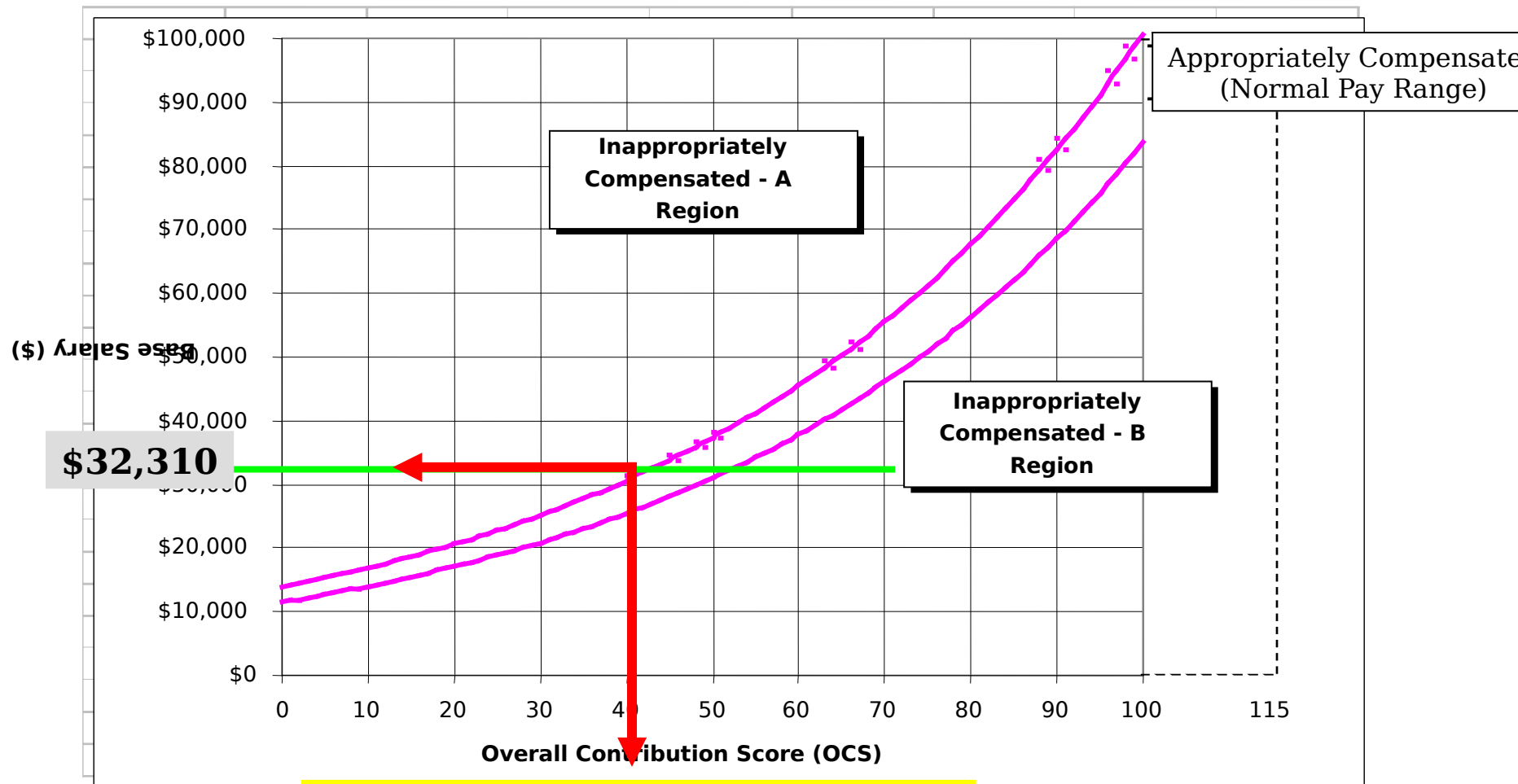
The Expected Level of Contribution for a base salary of \$32,310 is 44.



What is the approximate OCS range to remain within the Appropriately Compensated region?



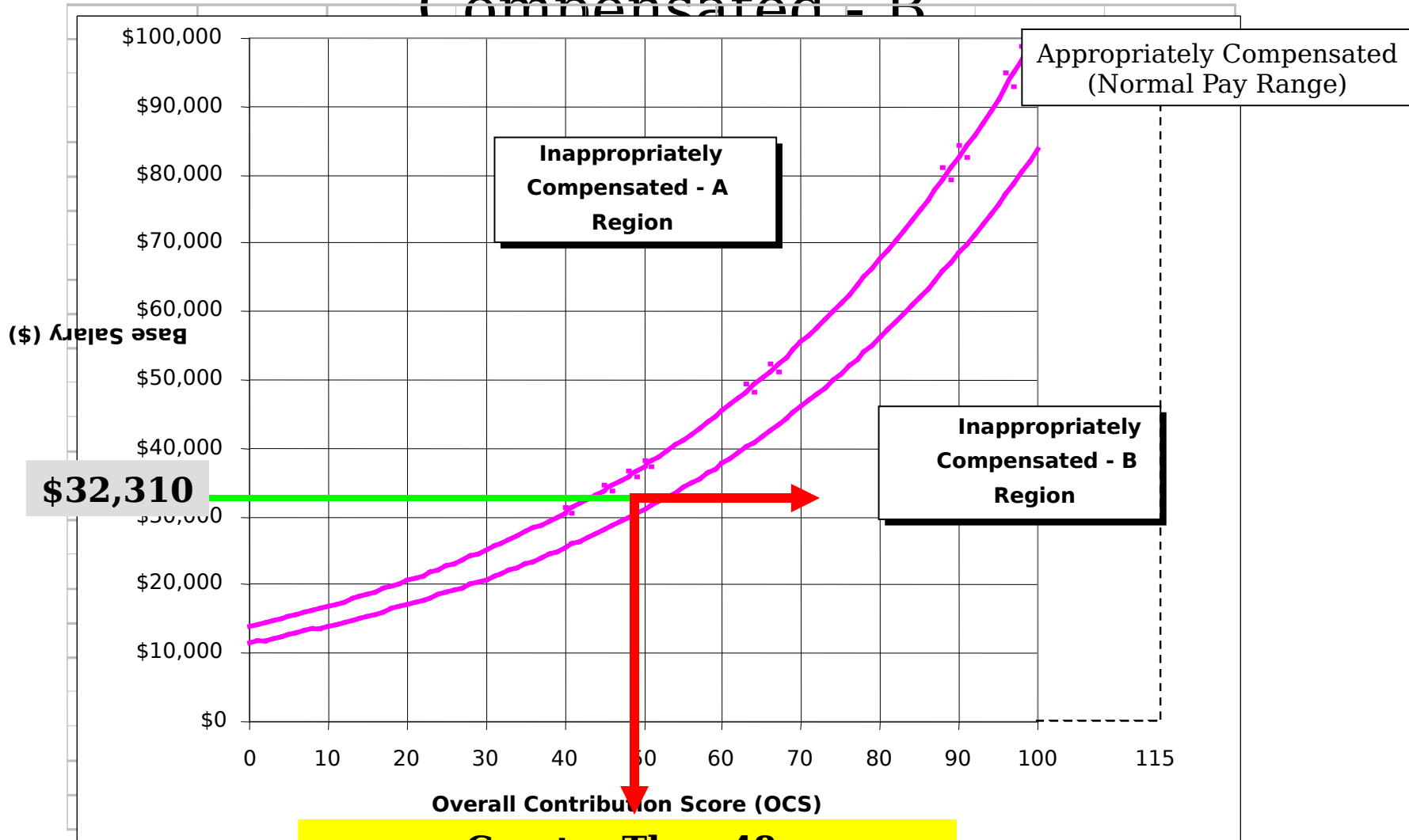
A score less than 40 places this individual above the upper rail- Inappropriately Compensated -A.



Less Than 40
Inappropriately Compensated - A

A score greater than 48 places this individual below the lower rail - Inappropriately

Compensated - B



Greater Than 48
Inappropriately Compensated - B



If you want to calculate your expected level of contribution,

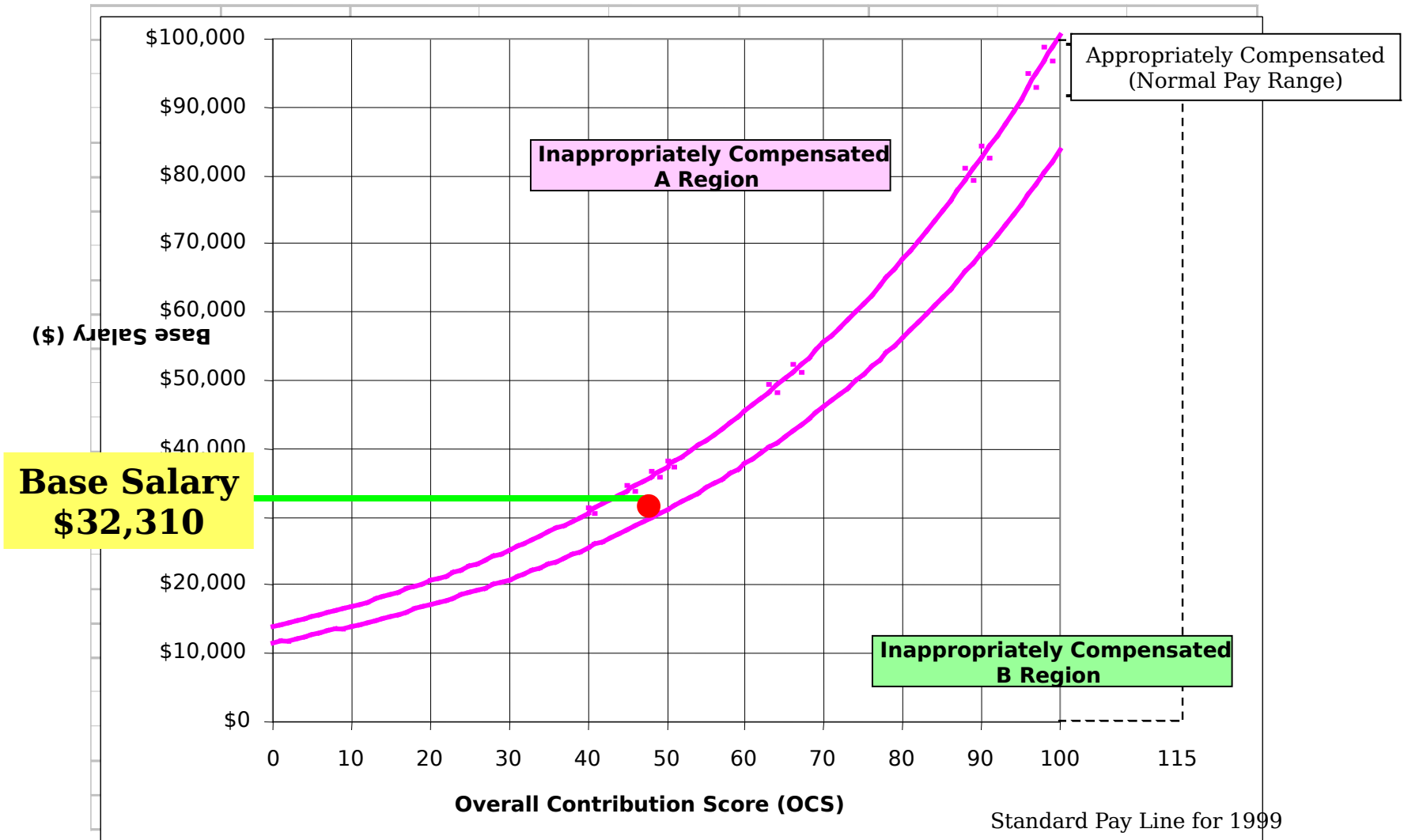
please select either
the CCAS Calculator or the current NPR and SPL Chart
at the following web address

<http://dacm.sarda.army.mil/demo>

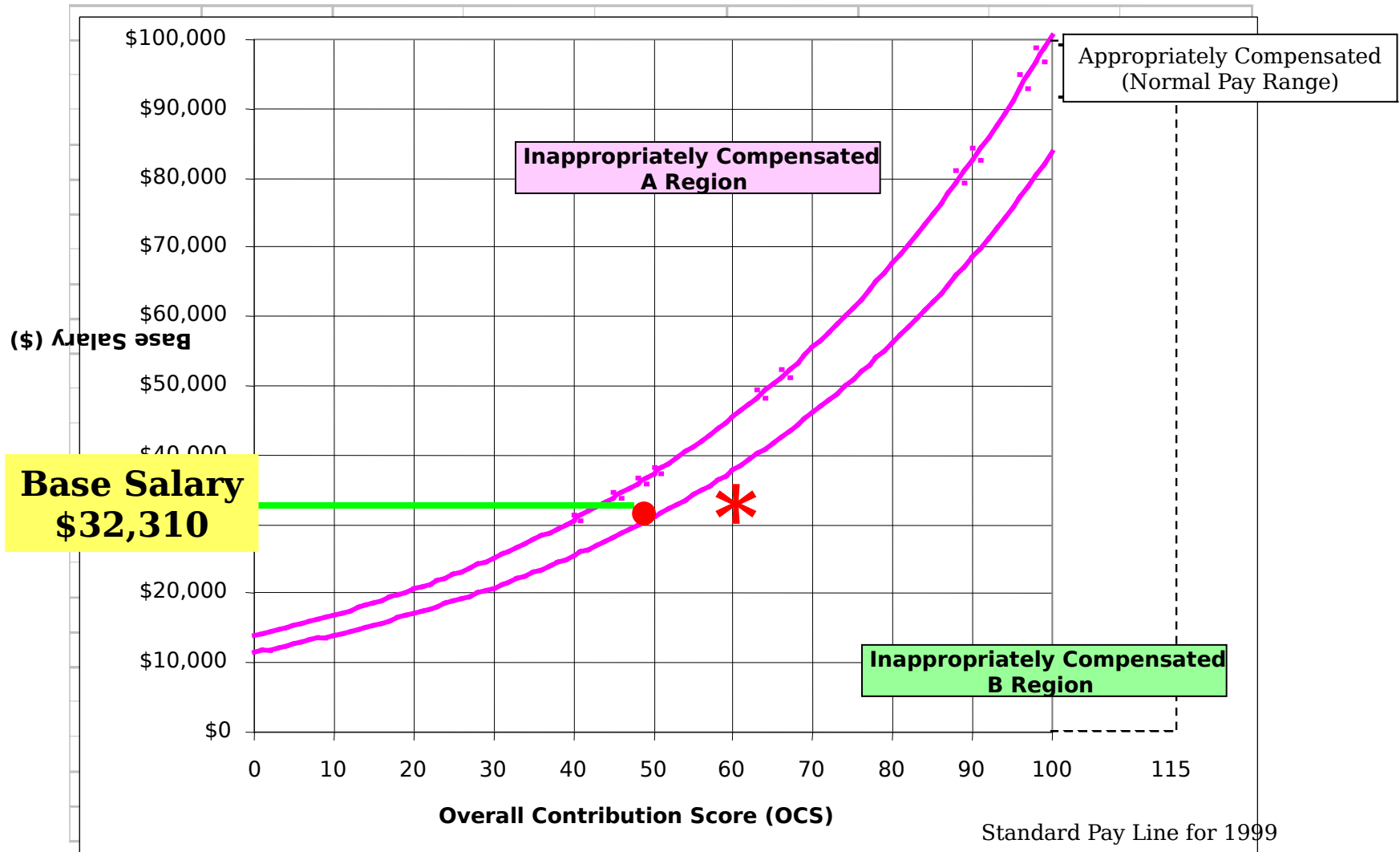
if not, please page down or left click on the mouse
to advance to the next slide.

Concept # 3
Delta OCS and Delta Salary

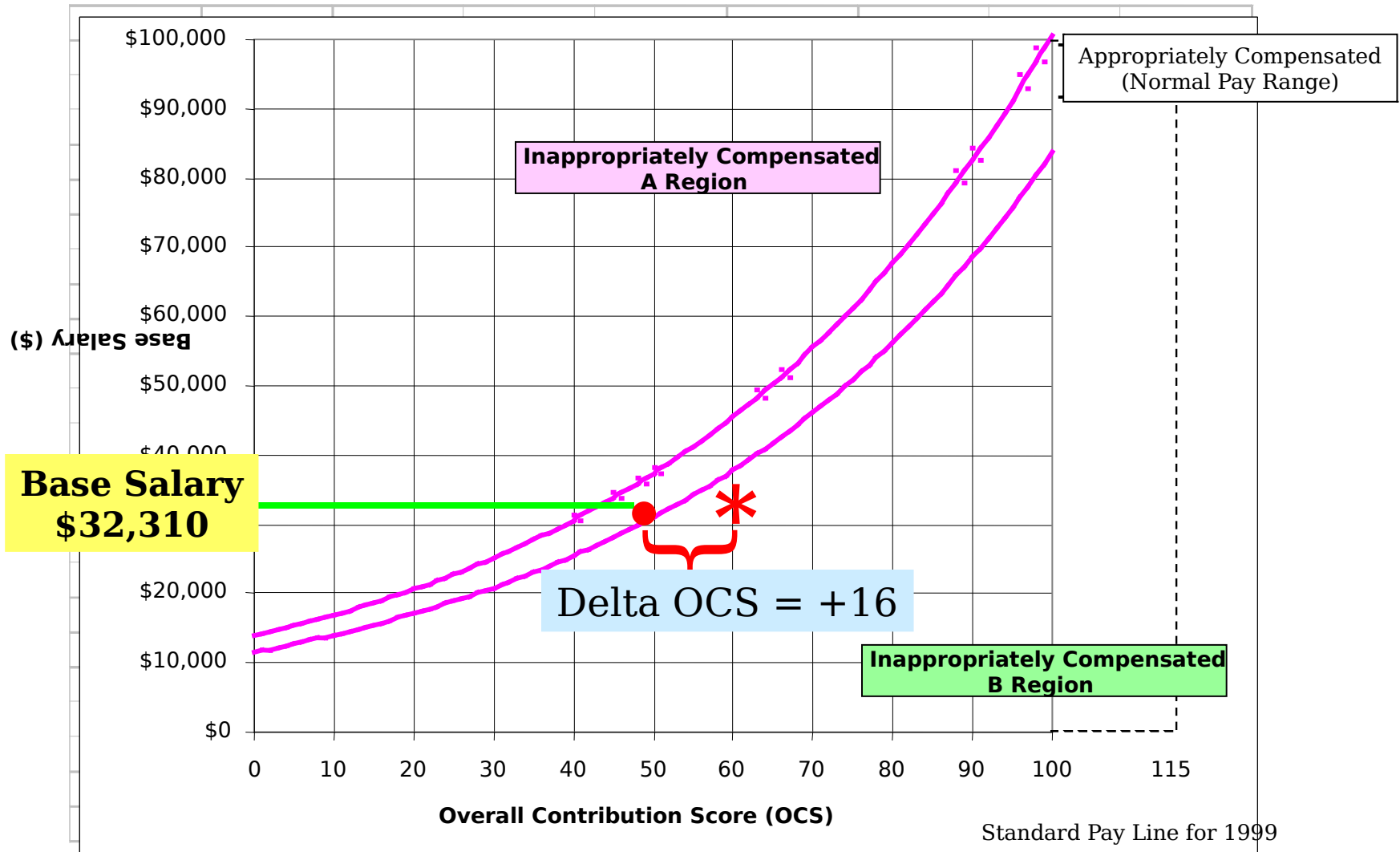
If my base salary is \$32,310, then my Expected OCS is 44.



The Pay Pool Approved an OCS of 60.

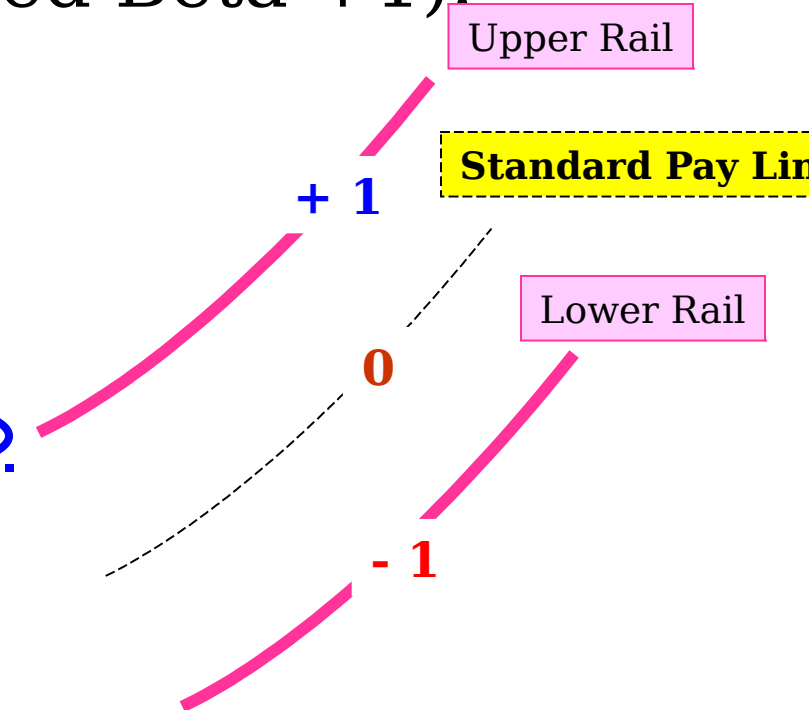


OCS score 60 - Expected OCS 44 = Delta OCS
+16



The Target Salary for Army is the Upper Rail Salary (also called Beta +1).

Normal Pay Range and Standard Pay Line for 1999				
	OCS Score	SPL	*0.92 Lower rail	*1.08 Upper Rail
	57	\$ 41,410	\$ 38,097	\$ 44,723
	58	\$ 42,240	\$ 38,861	\$ 45,619
	59	\$ 43,087	\$ 39,640	\$ 46,534
	60	\$ 43,950	\$ 40,434	\$ 47,466
	61	\$ 44,831	\$ 41,245	\$ 48,418
	62	\$ 45,730	\$ 42,071	\$ 49,388
	63	\$ 46,646	\$ 42,914	\$ 50,378
	64	\$ 47,581	\$ 43,774	\$ 51,387
	65	\$ 48,535	\$ 44,652	\$ 52,417
	66	\$ 49,507	\$ 45,547	\$ 53,468
	67	\$ 50,500	\$ 46,460	\$ 54,540



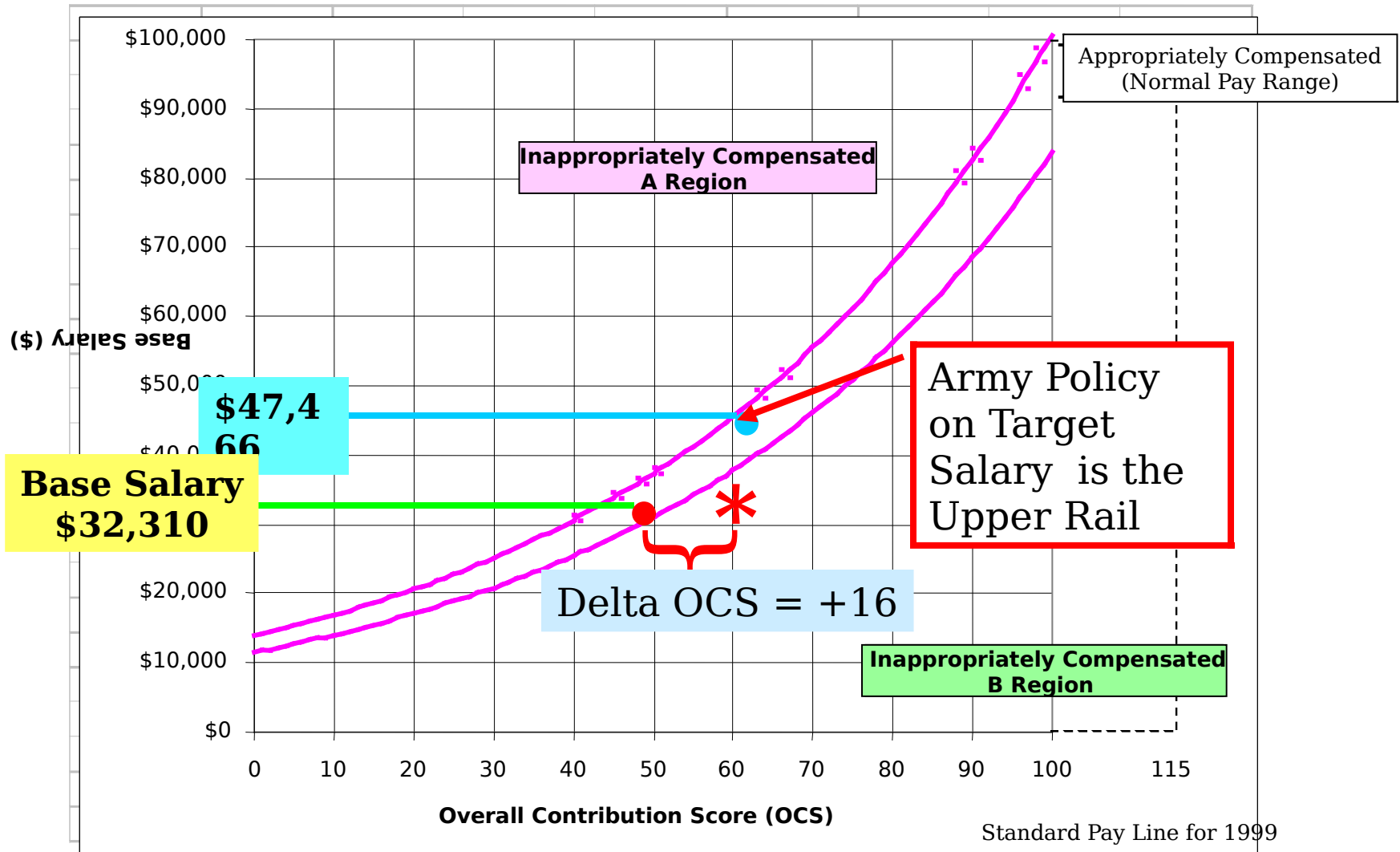
Target Salary:

Beta +1 (Upper Rail) means if Pay Pool approved an OCS of 60, the target salary is \$47,466.

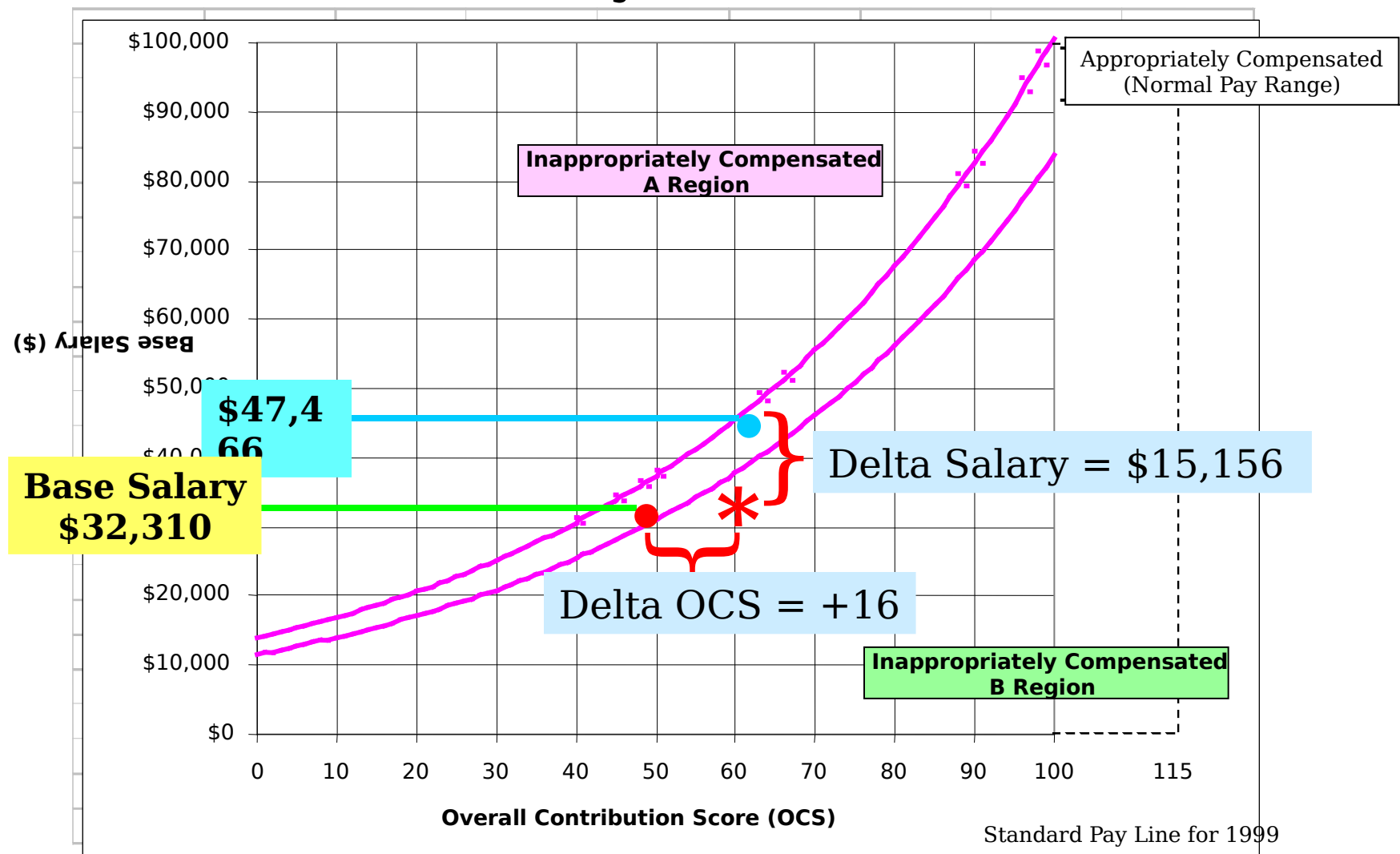
Beta 0 (SPL) means an OCS of 60's target salary is \$43,950.

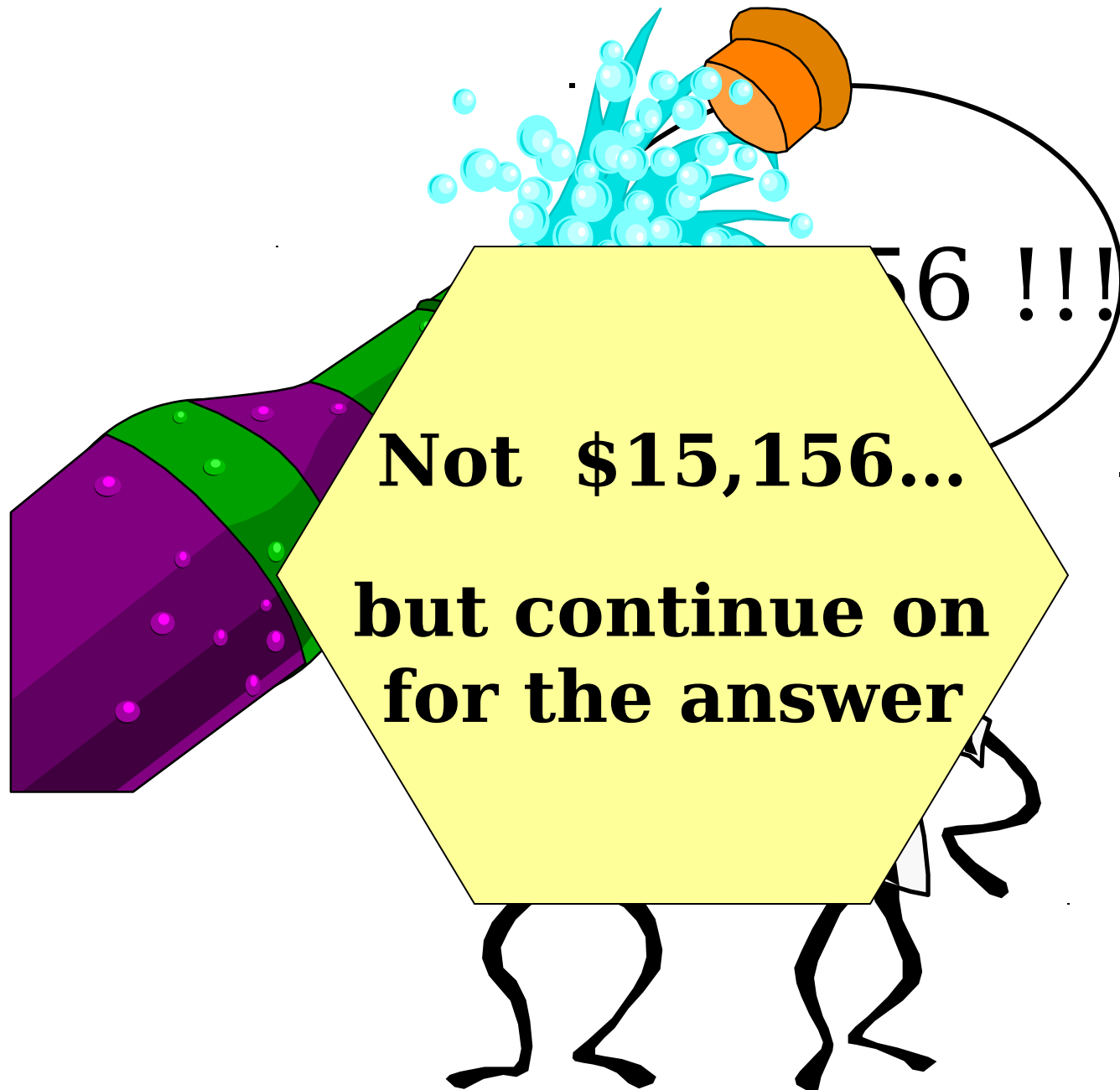
Beta -1 (Lower Rail) means an OCS of 60's target salary is \$40,434.

\$47,466 is the target salary for OCS 60.



OCS Salary \$47,466 - Base Salary \$32,310 = Delta Salary \$15,156

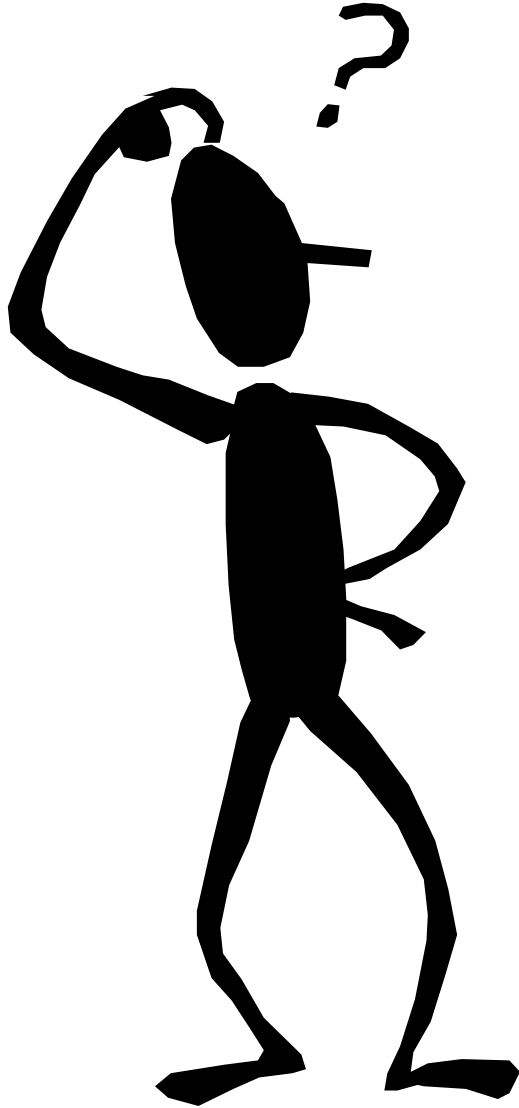




Concept # 4

Compensation from the Pay Pool

How Much of the Delta Salary Do I Get?



Answer:

Depends on how much money is in the pay pool for Contribution Rating Increase and Contribution Award.

Go to the next slide 82

How Much of the Delta Salary Do I Get?

1. Determine Who is in the Pay Pool as of the End of the Rating Period on September 30.

	1999 Base Salary	Expected OCS
Employee One	\$32,310	44
Employee Two	\$55,000	72
Employee Three	\$64,550	79
Employee Four	\$84,741	93
Employee Five	\$90,000	96

2. Add All the Base Salaries for the Pay Pool's Total Base Salary.

Total Base Salary
\$326,601

How Much of the Delta Salary Do I Get?

3. Calculate Amount in Pay Pool (% of Total Base Salary)

	1999 Base Salary	Expected OCS
Employee One	\$32,310	44
Employee Two	\$55,000	72
Employee Three	\$64,550	79
Employee Four	\$84,741	93
Employee Five	\$90,000	96

Total Base Salary
\$326,601

Pay Pool Dollars

Total Base Salary * 2.4% for CRI Pool = \$7,838

Total Base Salary * (1.3% * 90% or 1.17) = \$3,821

CRI - 2.4% Was the Minimum Percent for First Year of the Project, 2.0% for Subsequent Years
Award - 1.3% of Which 90% Was the Minimum for CA, 1.0% for Subsequent Years

These Are Minimum Percentages That Can Be Increased by your

How Much of the Delta Salary Do I Get?

4. Enter the OCS Scores and Salaries

	1999 Base Salary	Expected OCS
Employee One	\$32,310	44
Employee Two	\$55,000	72
Employee Three	\$64,550	79
Employee Four	\$84,741	93
Employee Five	\$90,000	96

OCS Score	OCS Salary
60	\$47,466
67	\$54,540
80	\$70,590
91	\$87,810
98	\$100,894

Army Policy
on Target
Salary is the
Upper Rail

Total Base Salary
\$326,601

Pay Pool Dollars

Total Base Salary * 2.4% for CRI Pool = \$7,838

Total Base Salary * (1.3% * 90% or 1.17) = \$3,821

How Much of the Delta Salary Do I Get?

5. Determine the Delta OCS.

	1999 Base Salary	Expected OCS	OCS Score	OCS Salary	Delta OCS
Employee One	\$32,310	44	60	\$47,466	+16
Employee Two	\$55,000	72	67	\$54,540	- 5
Employee Three	\$64,550	79	80	\$70,590	+1
Employee Four	\$84,741	93	91	\$87,810	- 2
Employee Five	\$90,000	96	98	\$100,894	+2

Total Base Salary
\$326,601

Pay Pool Dollars
 Total Base Salary * 2.4% for CRI Pool = \$7,838
 Total Base Salary * (1.3% * 90% or 1.17) = \$3,821

How Much of the Delta Salary Do I Get?

6. Calculate Delta Salary and Total Positive Delta.

	1999 Base Salary	Expected OCS	OCS Score	OCS Salary	Delta OCS	Delta Salary
Employee One	\$32,310	44	60	\$47,466	+16	+\$15,156
Employee Two	\$55,000	72	67	\$54,540	- 5	-\$460
Employee Three	\$64,550	79	80	\$70,590	+1	+\$6,040
Employee Four	\$84,741	93	91	\$87,810	- 2	+\$3,069
Employee Five	\$90,000	96	98	\$100,894	+2	+\$10,894
						Total Positive Delta
						\$35,159

Total Base Salary \$326,601	Pay Pool Dollars Total Base Salary * 2.4% for CRI Pool = \$7,838.40 Total Base Salary * (1.3% * 90% or 1.17) = \$3,821.33
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How Much of the Delta Salary Do I Get?

7. Calculate Per Cent of Delta Salary to be given.

	1999 Base Salary	Expected OCS	OCS Score	OCS Salary	Delta OCS	Delta Salary
Employee One	\$32,310	44	60	\$47,466	+16	+\$15,156
Employee Two	\$55,000	72	67	\$54,540	- 5	-\$460
Employee Three	\$64,550	79	80	\$70,590	+1	+\$6,040
Employee Four	\$84,741	93	91	\$87,810	- 2	+\$3,069
Employee Five	\$90,000	96	98	\$100,894	+2	+\$10,894

Total Base Salary \$326,601

Pay Pool Dollars
Total Base Salary * 2.4% for CRI Pool = \$7,838
Total Base Salary * (1.3% * 90% or 1.17) = \$3,821

Total Positive Delta \$35,159	% of Delta Salary 22.29%	% of Delta Salary 10.87%
--	--	--

Pay Pool Dollars Divided by Total Positive Delta = Percent of Delta

CRI	\$7,838	/	\$35,159	=	22.29%
CA	\$3,821	/	\$35,159	=	10.87%

How Much of the Delta Salary Do I Get?

8. Calculate Approved CRI and CA Compensation.

	1999 Base Salary	Expected OCS	OCS Score	OCS Salary	Delta OCS	Delta Salary	CRI	CA
Employee One	\$32,310	44	60	\$47,466	+16	+\$15,156	\$3,378	\$1,647
Employee Two	\$55,000	72	67	\$54,540	- 5	-\$460	\$0	\$0
Employee Three	\$64,550	79	80	\$70,590	+1	+\$6,040	\$1,346	\$657
Employee Four	\$84,741	93	91	\$87,810	- 2	+\$3,069	\$684	\$334
Employee Five	\$90,000	96	98	\$100,894	+2	+\$10,894	\$2,428	\$1,184
						Total Positive Delta	% of Delta Salary	% of Delta Salary
						\$35,159	\$7,838 / \$35,159 = 22.29%	\$3,821 / \$35,159 = 10.87%

Total Base Salary
\$326,601

Pay Pool Dollars

Total Base Salary * 2.4% for CRI Pool = \$7,838

Total Base Salary * (1.3% * 90% or 1.17) = \$3,821

- Salary Delta = +\$15,156
- % of Salary Delta as CRI 22.29% *
\$15,156 = \$3,378
- % of Salary Delta as CA 10.87% *
\$15,156 = \$1,647

What forms do I use to do my CCAS?

Part IV - Employee Support
Form

Part III - Employee Self
Assessment

Part II - Supervisor
Assessment

Part I - CCAS Salary

Part IV - Employee Support Form

CONTRIBUTION-BASED COMPENSATION AND APPRAISAL SUPPORT FORM (CCAS)					
Part IV - Employee Support Form					
a. EMPLOYEE/RATER IDENTIFICATION					
EMPLOYEE NAME		SERIES	BROADBAND LEVEL	EXPECTED OVERALL CONTRIBUTION SCORE	
SUPERVISOR NAME		ORGANIZATION			
RATING PERIOD	FROM		TO		
b. VERIFICATION OF FACE-TO-FACE DISCUSSION					
The following face-to-face discussions of career path, broadband level, factors, factor weights (if any), discriminators, descriptors, expected Overall Contribution Score based on the employee's current base salary, and contribution objectives for the rating period took place:					
FACE-TO-FACE COUNSELING	DATES		EMPLOYEE'S INITIALS	SUPERVISOR'S INITIALS	
INITIAL					
MID-POINT					
c. CONTRIBUTION OBJECTIVES					
The following items were discussed between the employee and the supervisor at the initial and mid-point counseling sessions.					
(1) Problem Solving:					
(2) Teamwork/Cooperation:					

The Employee lists proposed individual contribution objectives based on mission priorities, needs, and duties of his or her position.

CCAS Part IV - Employee Support Form, Page 2	EMPLOYEE NAME
(3) Customer Relations:	
(4) Leadership/Supervision:	
(5) Communication:	
(6) Resource management:	

Contribution objectives should include milestones, fiscal resources, and other measurable aspects to supplement the generic Position Requirements Document.

Part III - Employee Self Assessment

PART III Employee Self Assessment	NAME:	Factor Weight
Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.		
Problem Solving:		_____
Teamwork/Cooperation:		_____
Customer Relations:		_____
Leadership/Supervision:		_____
Communications:		_____
Resource Management:		_____
Employee signature _____		
Date _____		

Starting about September 1 of each year, the employee fills out a self-assessment which will be given to the supervisor not later than October 5. The employee provides a bulletized description of his/her contribution against each of the evaluation factors. The supervisor will discuss this input directly with the employee between October 5 and 30 to clarify any potential discrepancy, disagreement, and/or misunderstanding.

NOTE: Dates may vary by Pay Period. 42

Part III - Employee Self Assessment

PART III Employee Self Assessment NAME: _____	
Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.	Factor Weight
Problem Solving: _____	_____
Teamwork/Cooperation: _____	_____
Customer Relations: _____	_____
Leadership/Supervision: _____	_____
Communications: _____	_____
Resource Management: _____	_____
Employee signature _____	Date _____

Factor Weights:

- All factors are critical.
- At the discretion of the pay pool manager, different weights may be applied to the factors to produce a weighted average.
- Weights must be consistent within the job category (OCC Series) and applied uniformly across the pay pool.
- Employees must be advised at the beginning of the rating period.
- Weighting may not result in any factor given a weight of less than 0.5.
- For an example of Factor Weighting, click on <http://dacm.sarda.army.mil/demo>

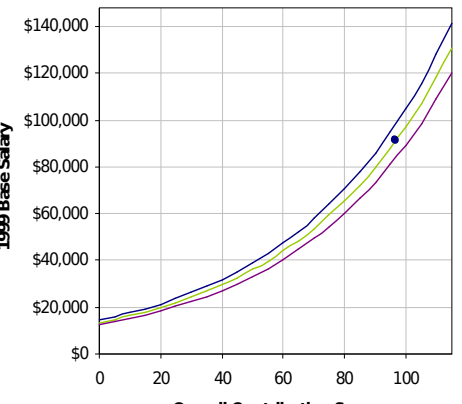
Part II - Supervisor Assessment

PART II Supervisor Assessment		Factor Weight	Factor Score	Weighted Score
Employee's NAME:				
Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.				
Problem Solving:		_____	_____	_____
Teamwork/Cooperation:		_____	_____	_____
Customer Relations:		_____	_____	_____
Leadership/Supervision:		_____	_____	_____
Communications:		_____	_____	_____
Resource Management:		_____	_____	_____
Signature _____				
Date _____				

After receiving Part III from the employee, the supervisor completes a draft of Part II, Supervisor Assessment, for each employee. The draft assessment is completed not later than October 30 and is the basis for discussions during the annual pay pool meetings which are held prior to November 10. After discussions and approval, the completed form becomes the basis for discussion with each employee.

NOTE: Dates may vary by Pay Pools.

Part I - CCAS Salary Appraisal

Name: Rockin S Robin SSAN: 123-45-6799 Organization: PEO	Series: 343 Broadband Level: 4	Appraisal Period: From: _____ To: 9/30/99																											
Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.																													
Jasper P. Hawk Pay Pool Manager		4/28/00 Date																											
_____ Supervisor Signature		_____ Date																											
_____ Employee Signature		_____ Date																											
Appraisal Detail <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Overall Contribution Score</td> <td style="text-align: right;">97</td> </tr> <tr> <td>Expected Score</td> <td style="text-align: right;">97</td> </tr> <tr> <td>Difference (Delta OCS)</td> <td style="text-align: right;">0</td> </tr> </table>			Overall Contribution Score	97	Expected Score	97	Difference (Delta OCS)	0																					
Overall Contribution Score	97																												
Expected Score	97																												
Difference (Delta OCS)	0																												
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Employee Contribution Pay Comparison Chart The graph plots the Employee Appraisal relative to the standard pay line (SPL) and rails. The top and bottom lines are the Upper and Lower Rails. The middle line is the SPL. The point is the Employee Appraisal.  </div> <div style="width: 50%;"> Compensation Detail <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">\$90,978</td> <td style="width: 40%;">Current Rate of Base Pay</td> <td style="width: 30%;"></td> </tr> <tr> <td>+ \$ 3,458</td> <td>G Increase</td> <td style="text-align: right;">3.80%</td> </tr> <tr> <td>+ \$ 1,531</td> <td>CRI Increase</td> <td style="text-align: right;">1.68%</td> </tr> <tr> <td>=</td> <td>\$95,967 New Rate of Basic Pay</td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>+ \$8,685</td> <td>Locality Pay</td> <td style="text-align: right;">@ 9.05%</td> </tr> <tr> <td>=</td> <td>\$104,652 New Total Salary</td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td>\$ 747</td> <td>Contribution Award</td> <td></td> </tr> </table> </div> </div>			\$90,978	Current Rate of Base Pay		+ \$ 3,458	G Increase	3.80%	+ \$ 1,531	CRI Increase	1.68%	=	\$95,967 New Rate of Basic Pay					+ \$8,685	Locality Pay	@ 9.05%	=	\$104,652 New Total Salary					\$ 747	Contribution Award	
\$90,978	Current Rate of Base Pay																												
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=	\$95,967 New Rate of Basic Pay																												
+ \$8,685	Locality Pay	@ 9.05%																											
=	\$104,652 New Total Salary																												
\$ 747	Contribution Award																												

Part I, Summary Evaluation, is produced for each employee in December and contains the overall contribution score and space for the signature of the supervisor and the employee. The signature of the supervisor will be completed before presentation to the employee. After discussing the evaluation with the employee, the employee will be asked to sign the form indicating that discussions occurred and a copy of the evaluation was provided.

Part I - CCAS Salary Appraisal

CONTRIBUTION-BASED COMPENSATION AND APPRAISAL SUPPORT FORM (CCAS)			
Part IV - Employee Support Form			
a. EMPLOYEE/RATER IDENTIFICATION			
EMPLOYEE NAME	SERIES	BROADBAND LEVEL	EXPECTED OVERALL CONTRIBUTION SCORE
SUPERVISOR NAME		CCAS Part IV - Employee Support Form, Page 2	
RATING	FROM	(3) Customer Relations:	
b. VET		PART III Employee Self Assessment NAME: _____	
The following face-to-face discussions, expected Overall Contribution Score, and the rating period took place.		Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.	
FACE-TO-FACE COUNSELING		Problem Solving: _____	
INITIAL	Factor Weight: _____		
MID-POINT	Weighted Score: _____		
The following items were:			
(1) Problem Solving			
(2) Teamwork/Collaboration			
Resource Management: _____			
Communications: _____			
Employee signature _____			
Resource Management: _____			
Signature _____ Date _____			

To get the CCAS forms,
click on

[http://dacm.sarda
.army.mil/demo](http://dacm.sarda.army.mil/demo)

How Do I Complete My Self Assessment?

**Modify thinking
from just**

**“WHAT” (the activity) and “HOW” (the level of
performance)
to include**

**“WHY” (the benefit that helps meet the mission) and
“WHO” (the customer)**

**Remember to think in terms of cause and
effect.**

**“I did X that resulted in Y which is related to Z
(the mission).”**

The following examples are actual employees' contribution objectives and self assessments from the 1999 CCAS rating cycle.

The objectives and self assessments are from different employees and have been given fictitious names, such as Employee Iron, Employee Blue, Employee Zinc, Employee Jade, etc.

The number appearing next to the discriminators is the expected contribution level for the factor for the employee.

For example:

Factor is *Problem Solving*.

Discriminator is *Scope/Impact*.

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Part IV - Employee Support Form

CONTRIBUTION-BASED COMPENSATION AND APPRAISAL SUPPORT FORM (CCAS)			
Part IV - Employee Support Form			
a. EMPLOYEE/RATER IDENTIFICATION			
EMPLOYEE NAME	SERIES	BROADBAND LEVEL	EXPECTED OVERALL CONTRIBUTION SCORE
SUPERVISOR NAME	ORGANIZATION		
RATING PERIOD	FROM	TO	
b. VERIFICATION OF FACE-TO-FACE DISCUSSION			
The following face-to-face discussions of career path, broadband level, factors, factor weights (if any), discriminators, descriptors, expected Overall Contribution Score based on the employee's current base salary, and contribution objectives for the rating period took place.			
FACE-TO-FACE COUNSELING	DATES	EMPLOYEE'S INITIALS	SUPERVISOR'S INITIALS
INITIAL			
MID-POINT			
c. CONTRIBUTION OBJECTIVES			
The following items were discussed between the employee and the supervisor at the initial and mid-point counseling sessions.			
(1) Problem Solving: <div style="text-align: center; font-size: 1.5em; font-weight: bold;">Problem Solving</div>			
(2) Teamwork/Cooperation:			

Scope/Impact: Employee IRON 75

Develop all justifications for OSD program and budget review.

Complexity/Difficulty: Employee BLUE

Prepare for and conduct the Investment Systems Integration IPT, and support TRADOC funding IPT.

Independence: Employee ZINC 48

Develop procedures and policies to and provide solutions to office management.

Creativity:

Part IV - Employee Support Form

CONTRIBUTION-BASED COMPENSATION AND APPRAISAL SUPPORT FORM (CCAS) Part IV - Employee Support Form			
a. EMPLOYEE/RATER IDENTIFICATION			
EMPLOYEE NAME	SERIES	BROADBAND LEVEL	EXPECTED OVERALL CONTRIBUTION SCORE
SUPERVISOR NAME	ORGANIZATION		
RATING PERIOD	FROM	TO	
b. VERIFICATION OF FACE-TO-FACE DISCUSSION			
The following face-to-face discussions of career path, broadband level, factors, factor weights (if any), discriminators, descriptors, expected Overall Contribution Score based on the employee's current base salary, and contribution objectives for the rating period took place.			
FACE-TO-FACE COUNSELING	DATES	EMPLOYEE'S INITIALS	SUPERVISOR'S INITIALS
INITIAL			
MID-POINT			
c. CONTRIBUTION OBJECTIVES			
The following items were discussed between the employee and the supervisor at the initial and mid-point counseling sessions.			
(1) Problem Solving:			
(2) Teamwork/Cooperation:			

Teamwork/Cooperation

Scope of Team Effort: Employee JADE Chair a team of logistics experts with the annual DAILS team and individual award winners.

Contribution to Team: **Employee IRO**
Synchronize funding requirements
external agencies, defend and justify
external agencies.

Effectiveness: **Employee RUBY 93**
Participate and represent the agency at a conference/meeting to exchange information, evaluate/coordinate pre- and post-defend actions, propose solutions and resolve problems.

Part IV - Employee Support Form

CCAS Part IV - Employee Support Form, Page 2	EMPLOYEE NAME
(3) Customer Relations:	
<h2>Customer Relations</h2>	
(4) Leadership/Supervision:	
(5) Communication:	
(6) Resource management:	

Breadth of Influence: Employee PIN

Provides customer service to all levels of management, the Project Officers and Districts in a professional and courteous manner.

Customer Needs: Employee IRON 75

Work to assess PM/PEO requirements for MDEP FPTA resourcing.

Customer Interaction Level:

Employee LIME 85

Works at senior level to stimulate coalitions and alliances for program/project support.

Part IV - Employee Support Form

CCAS Part IV - Employee Support Form, Page 2	EMPLOYEE NAME
(3) Customer Relations:	
(4) Leadership/Supervision:	
Leadership/Supervision	
(5) Communication:	
(6) Resource management:	

Leadership Role: Employee GOLD 38

Provides leadership in understanding correspondence documentation, br materials, and administrative proce

Breadth of Influence: Employee IRO

Provides necessary leadership and supervision to ensure project guida is in HQDA/OSD PPBES guidance documents.

Mentoring/Employee Development

Employee BLUE 100

Support implementation of the Acq Personnel Demonstration. Provide environment where personnel have opportunity to develop personally a professionally.

Part IV - Employee Support Form

CCAS Part IV - Employee Support Form, Page 2	EMPLOYEE NAME
(3) Customer Relations:	
(4) Leadership/Supervision:	
(5) Communication:	
Communication	
(6) Resource management:	

Level of Interaction (Audience):

Employee BEAR 86

Direct and coordinate Operations T actions in supporting the Director interactions with Congress, DoD, J ARSTAF, and MACOMs. Ensure th the interactions communicate the A digitization story to the target audi Interact with the modernization co in parallel with and support of the

Written: Employee IRON 75

Prepares written report on FPTA M restructuring and briefs to agency leadership.

Oral: Employee FISH 71

Prepare and present briefings to hi headquarters.

Part IV - Employee Support Form

CCAS Part IV - Employee Support Form, Page 2	EMPLOYEE NAME
(3) Customer Relations:	
(4) Leadership/Supervision:	
(5) Communication:	
(6) Resource management:	
Resource Management	

Scope of Responsibility:

Employee ZINC 48

Monitor supply account balance at DSSW. Project funds needed based on supplies on-hand, special events, fiscal year-end, etc.

Planning/Budgeting:

Employee CORN 89

Develops, acquires, and allocates resources to digitize the force in the FY 00 budget, and FY 01-05 POM.

Execution/Efficiency:

Employee IRON 75

Properly plans and manages resources, to include time, to accomplish all assigned tasks within suspense dates.

Part III - Employee Self Assessment

PART III Employee Self Assessment		NAME:	Factor Weight
Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.			
Problem Solving:			_____
Problem Solving			_____
Teamwork/Cooperation:			_____
What (Activity)			_____
Customer Relations:			_____
Who			_____
Leadership/Supervision:			_____
Why			_____
Communications:			_____
Result (Contribution)			_____
Resource Management:			_____
Employee signature		Date	

Scope/Impact: Employee IRON 75
Did not provide self assessment.

Complexity/Difficulty: Employee BLU
Prepared for and conducted the Invoicing Strategy IPT which focused the Army and Secretariat on the digitization requirements and funding levels for FY-2-07. This resulted in an informed group of action officers who understand the AADMS those systems that are to be fielded that schedule, and the approximate architecture numbers. End result was a better POM development process that determines if the ADMS is executable and affordable.

Independence: See Next Slide

Part III - Employee Self Assessment

PART III Employee Self Assessment		NAME:	Factor Weight
Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.			
Problem Solving:	What (Activity)		
Teamwork/Cooperation:	Who		
Customer Relations:			
Leadership/Supervision:	Why		
Communications:	Result (Contribution)		
Resource Management:			
Employee signature		Date	

Independence: Employee JADE 48

Independently conducted an analysis of existing organization level payroll information for CDG, AWSS, Interns Developmental Assignment employee geographically separated payroll off supported by their local CPACs. Identified errors and inconsistencies with DCF DCPS interface, prepared, coordinated submitted to DFAS-IN requests to merge employing activity records and account activity records.

??

Creativity:

Part III - Employee Self Assessment

PART III Employee Self Assessment		NAME:	Factor Weight
Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.			
Problem Solving:			_____
Teamwork/Cooperation:	What (Activity)		_____
Customer Relations:	Who		_____
Leadership/Supervision:	Why		_____
Communications:	Result (Contribution)		_____
Resource Management:	Result (Contribution)		_____
Employee signature _____		Date _____	

Scope of Team Effort: **Employee JADE**
Served as chairman of the DA ILS Advisory board. Worked with members from ASAALT, TRADOC, HQ AMC to select deserving ILS individual and team winners in 3 major categories...the process is important because of the esprit de corps it creates in ILS and the proliferation of acknowledgment of ILS studies and definitely enhances the supportability posture.

Contribution to Team: **Employee IRON**
Did not provide self assessment.

Effectiveness: **Employee RUBY 93**
Encouraged PEO AVN participation team EBC. Developed agency's Risk Management Team. Worked with Executive Review Panel to facilitate integrating into Bradley and Abrams.

Part III - Employee Self Assessment

PART III Employee Self Assessment		NAME:	Factor Weight
Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.			
Problem Solving:	Result (Contribution)		_____
Teamwork/Cooperation:			_____
Customer Relations:	Working at a Broadband Level IV Customer Relations		_____
Leadership/Supervision:			_____
Communications:	Who		_____
	What (Activity)		_____
Resource Management:	Why		_____
Employee	Result (Contribution)		_____

Breadth of Influence: Employee PIN

Works closely with Districts, Project Officers, and higher headquarters to identify problems with current plan programming, budgeting and execution. FASST travel dollars and AIS Training funds. ??

Customer Needs: Employee IRON 75

Did not provide self assessment.

Customer Interaction Level:

Employee LIME 85

Solidified, from a strategic standpoint relationship with the Office of the DADCSPER, PERSCOM, and the G Officer Management Office on the management of military members of Army Acquisition Corps. This relationship afforded the opportunity to resolve Reduction Initiative before it became an issue at the senior leadership level. result of this resolution was no red in the AAESA community. 58

Part III - Employee Self Assessment

PART III Employee Self Assessment		NAME:	Factor Weight
Instruction: Provide narrative comments for each contribution factor during the current year.			
Problem Solving:	Why	What (Activity)	
Teamwork/Cooperation:	Who	Result (Contribution)	
Customer Relations:			
Leadership/Supervision:			
Leadership/Supervision			
Communications:			
Resource Management:			
Employee signature		Date	

Leadership Role: Employee GOLD 38

Always provided leadership in correspondence documentation, brief materials and administrative, and a professional organization.

Breadth of Influence: Employee IRON
Did not provide self assessment.

Mentoring/Employee Development
See Next Slide

Part III - Employee Self Assessment

Who

Mentoring/Employee Development:

Employee BLUE 100

Enthusiastically supported the implementation of the Personnel Demonstration resulting in employees who understand the reengineering process.

Provided an environment where personnel

had the opportunity to develop personally

and professionally. Encouraged attendance

at one acquisition course annually equating

to 80 hours or \$2000 of other training to

maintain professional proficiency.

Ensured

Individual Development Plans

PART III Employee Self Assessment		NAME:	Factor Weight
Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.			
Problem Solving:	What (Activity)		
Teamwork/Cooperation:			
Customer Relations:			
Leadership/Supervision:	Why		
Communications:	Result (Contribution)		
Resource Management:			
Employee signature		Date	

Part III - Employee Self Assessment **Why**

PART III Employee Self Assessment NAME: _____

Instruction: Provide narrative comments regarding your contribution against each of the following factors for the current year.

Problem Solving: _____

Teamwork/Cooperation: _____

Customer Relations: _____

Leadership/Supervision: _____

Communications: _____

Resource Management: _____

Employee signature _____ Date _____

What (Activity) _____ **Who** _____ **Result (Contribution)** _____

What (Activity) _____ **Who** _____ **Result (Contribution)** _____

Level of Interaction (Audience):

Employee BEAR 86

Directed the team efforts to tell the digitization story to Congress, DoD ARSTAF, and MACOMs. Result was target audiences gained understanding and accepted operational benefits from the Army's digitization efforts.

Written: Employee IRON 75

Did not provide self assessment.

Oral: Employee FISH 71

Developed and presented briefings MILDEP ASA (ALT) and DCG AMC which resulted in definition of work agenda. Proposed agenda concept accepted with no changes. All work attendees benefited from appropriate of presentations.

Part III - Employee Self Assessment

PART III Employee Self Assessment		NAME:	Factor Weight
Instruction: Provide narrative comments regarding your contribution against each contribution factor during the current year.			
Problem Solving:	What (Activity)		
Teamwork/Cooperation:	Why		
Customer Relations:	Who		
Leadership/Supervision:			
Communications:			
Resource Management:	Result (Contribution)		
Resource Management			
Employee signature		Date	

Scope of Responsibility:

Employee ZINC 48

Employee did not provide contribution.

Planning/Budgeting: **Employee CORN 89**

Continually developed and implemented contingency plans to accommodate dynamic program requirements with severely limited resources to ensure all tasks were accomplished in a timely and accurate manner. Worked with TR, FORSCOM and TRADOC in an attempt to deconflict POM 99 plus up to FORSCOM and TRADOC budgets for AECP efforts that potentially would reduce out year UFRs.

Developed required FPTA 62 POM issue papers as required and

The following examples are actual supervisor assessments from the 1999 CCAS rating cycle.

Again, these assessments are from different supervisors but are their assessments of the employees previously identified.

The first number appearing next to the discriminators is the expected contribution level for that employee's comment and the second number is the score approved by the pay pool for the factor.

For example:

Factor is *Problem Solving*

Discriminator is *Scope/Impact* **67** **70**

Part II - Supervisor Assessment

PART II Supervisor Assessment		Factor Weight	Factor Score	Weighted Score
Employee's NAME: _____				
Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.				
Problem Solving:	What (Activity)			
Teamwork/Cooperation:	Result (Contribution)			
Customer Relations:	What (Activity)			
Leadership/Supervision:	Who			
	Why			
Communications:				
Resource Management:	Result (Contribution)			
Signature _____		Date _____		

Scope/Impact: Employee IRON 75 -score 75
Did not develop all justifications for 0 program and budget reviews resulting someone else doing that work to ens agency was adequately resource.

Complexity/Difficulty:

Employee BLUE 100 - scored 115

Prepared for and conducted the Inve Strategy IPT which focused the Army and Secretariat on the digitization re ments and funding levels for FY-2-07 This resulted in an informed group o action officers who understand the A those systems that are to be fielded a that schedule, and the approximate s architecture numbers. End result wi better POM development process tha determines if the ADMS is executabl affordable, and ensure priority progr are funded in FY02-07 POM.

Independence: See Next Slide

Part II - Supervisor Assessment

Why

PART II Supervisor Assessment		Factor Weight	Factor Score	Weighted Score
Employee's NAME: _____				
Instruction: Provide narrative comments regarding employee's factor during the current year and a score for each factor.				
Problem Solving:	What (Activity)	_____	_____	_____
Problem Solving				
Teamwork/Cooperation:	_____	_____	_____	_____
Customer Relations:	_____	_____	_____	_____
Leadership/Supervision:	_____	_____	_____	_____
Communications:	_____	_____	_____	_____
Resource Management:	_____	_____	_____	_____
Signature _____		Date _____		

Independence: Employee ZINC **48 - score**
Independently researched and resolved payroll related to payroll. Her proactive approach ensured the pay of civilians in many geographic regions.

Creativity:

Result (Contribution)

Part II - Supervisor Assessment

PART II Supervisor Assessment		Factor Weight	Factor Score	Weighted Score
Employee's NAME: _____				
Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.				
Problem Solving:	What (Activity)			
Teamwork/Cooperation:	Why			
Teamwork/Cooperation:	Who			
Customer Relations:	Result (Contribution)			
Leadership/Supervision:	What (Activity)			
Communications:	Result (Contribution)			
Resource Management:				
Signature _____		Date _____		

Scope of Team Effort:

Employee JADE 80 - scored 83

Chaired the DA Technical Review Panel which reviewed nominations and selected winners for the DA ILS Achievement Year Awards. Panel consisted of representatives from ODCSLOG, AMC, SAALT and TRADOC. Panel reviewed and ranked 17 nomination packets for 6 awards. Results were approved.

Contribution to Team:

Employee IRON 75 -scored 55

Did not synchronize funding requirements with external agencies, defend and advocate to external agencies resulting in not doing the work and decreasing the effectiveness of the office.

Effectiveness: See Next Slide.

Part II - Supervisor Assessment

PART II Supervisor Assessment		Factor Weight	Factor Score	Weighted Score
Employee's NAME: _____				
Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.				
Problem Solving:		_____	_____	_____
Teamwork/Cooperation:		_____	_____	_____
Customer Relations:		_____	_____	_____
Leadership/Supervision:		_____	_____	_____
Communications:		_____	_____	_____
Resource Management:		_____	_____	_____
Signature _____		Date _____		

Effectiveness:

Employee RUBY 93 - scored 100

Went beyond all expectations to bring contentious issues to resolution and cooperation drive the execution. Brought all PEOs into a single team to resolve technical problems with weapons and systems development.

**Result
(Contribution)**

Part II - Supervisor Assessment

PART II Supervisor Assessment		Factor Weight	Factor Score	Weighted Score
Employee's NAME: _____				
Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.				
Problem Solving:	What (Activity)	_____	_____	_____
Teamwork/Cooperation:	Why	_____	_____	_____
Customer Relations:	Who	_____	_____	_____
Customer Relations	Result (Contribution)	_____	_____	_____
Leadership/Supervision:	What (Activity)	_____	_____	_____
Communications:	Result (Contribution)	_____	_____	_____
Resource Management:	_____	_____	_____	_____
Signature _____		Date _____		

Breadth of Influence:

Employee PINK 75 - scored 79

Provided exceptionally valued advice and support to Districts, Project Officers, higher headquarters staff, solving problems with PPB. Proactively and very effectively provided advice and direction on information technology budget matters with DLA, the Command Staff, three districts, and over 100 Contract Administration Offices??

Customer Needs:

Employee IRON 75 -scored 55

Did not work to assess PM/PEO requirements for MDEP FPTA resulting in an outdated MDEP which individual proponents view the office as irrelevant.

Customer Interaction Level:

See Next Slide

Part II - Supervisor Assessment

PART II Supervisor Assessment		Factor Weight	Factor Score	Weighted Score
Employee's NAME: _____				
Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.				
Problem Solving:		_____	_____	_____
Teamwork/Cooperation:		<div>What (Activity)</div> <div>Result (Contribution)</div>		
Customer Relations		_____	_____	_____
Leadership/Supervision:		_____	_____	_____
Communications:		_____	_____	_____
Resource Management:		_____	_____	_____
Signature _____		Date _____		

Customer Interaction Level:

Employee LIME 85 - scored 96

.... resolved Officer Reduction Initiative before it became an issue senior leadership level. The result no reductions in the AAESA commu

Part II - Supervisor Assessment

PART II Supervisor Assessment		Factor Weight	Factor Score	Weighted Score
Employee's NAME: _____				
Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.				
Problem Solving:	What (Activity)	_____	_____	_____
Teamwork/Cooperation:	Result (Contribution)	_____	_____	_____
Customer Relations:	What (Activity)	_____	_____	_____
Leadership/Supervision:	What (Activity)	_____	_____	_____
Communications:	Result (Contribution)	_____	_____	_____
Resource Management:	What (Activity)	_____	_____	_____
		_____	_____	_____
Signature _____		Date _____		

Leadership Role:

Employee GOLD 38 - scored 46

Always provided leadership in correspondence documentation, brief materials and administrative processes resulting in ARD being viewed as a efficient and very professional organization.

Breadth of Influence:

Employee IRON 75 -scored 50

Was not subject matter expert on P and agency information, and did not provide leadership/supervision to participants of the OSD review cycle resulting in others doing that work reduced efficiency.

Mentoring/Employee Development
See Next Slide

Part II - Supervisor Assessment

Who

PART II Supervisor Assessment		Factor Weight	Factor Score	Weighted Score
Employee's NAME: _____				
Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.				
Problem Solving:	What (Activity)	_____	_____	_____
Teamwork/Cooperation:		_____	_____	_____
Customer Relations:	Why	_____	_____	_____
Leadership/Supervision:	Result (Contribution)	_____	_____	_____
Communications:		_____	_____	_____
Resource Management:		_____	_____	_____
Signature _____		Date _____		

Mentoring/Employee Development

Employee BLUE 100 - scored 100

Enthusiastically supported the implementation of the Personnel Demonstration resulting in employee understand the reengineering process. Provided an environment where people had the opportunity to develop personally and professionally. Encouraged attendance at one acquisition course annually or to 80 hours or \$2000 of other training to maintain professional proficiency. Individual Development Plans were constructed, approved, and supported. Result is a team of employees with increasing technical knowledge enabling them to contribute in numerous ways to the ADO mission. I failed in the development of one employee.

Part II - Supervisor Assessment

PART II Supervisor Assessment		Factor Weight	Factor Score	Weighted Score
Employee's NAME: _____				
Instruction: Provide narrative comments regarding employee's contribution for each factor during the current year and a score for each factor.				
Problem Solving:	What (Activity)	_____	_____	_____
Teamwork:	Result (Contribution)	_____	_____	_____
	Why	_____	_____	_____
Customer Relations:	What (Activity)	_____	_____	_____
Leadership/Supervision:	Result (Contribution)	_____	_____	_____
Communications:	What (Activity)	_____	_____	_____
Communication:	Why	_____	_____	_____
Resource Management:	Who	_____	_____	_____
Signature	Result (Contribution)	_____	_____	_____

Level of Interaction (Audience):

Employee BEAR 86 - scored 90

Contributions of an Automation Plan internal logistics policy resulted in a logical structure process for the development of short and long range automation objectives, and the resource plan to achieve.

Written: Employee IRON 75 -scored 45

Did not prepare written report on F MDEP restructuring and did not bring leadership as this work was not done

Oral: Employee FISH 71 - scored 79

Independently developed and presented briefings related to the Annual Army Acquisition Workshop to the Military Deputy, ASA (ALT) and Deputy Commanding General, AMC. The briefings were well received and proposed plans were approved.

Part II - Supervisor Assessment

PART II Supervisor Assessment		Factor Weight	Factor Score	Weighted Score
Employee's NAME: _____				
Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.				
Problem Solving:	What (Activity)			
Teamwork/Cooperation:	Why			
Customer Relations:	Result (Contribution)			
Leadership/Supervision:				
Communications:				
Resource Management:				
Resource Management				
Signature _____		Date _____		

Scope of Responsibility:

Employee ZINC 48 - scored 55

Successfully managed the DSSW supply account.

Maintained balance and identified the need for additional funding prior to an emergency arising.

Planning/Budgeting:

See Next Slide

Part II - Supervisor Assessment

PART II Supervisor Assessment		Factor Weight	Factor Score	Weighted Score
Employee's NAME: _____				
Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.				
Problem Solving:	What (Activity)	_____	_____	_____
Teamwork/Cooperation:	Why	_____	_____	_____
Customer Relations:	Who	_____	_____	_____
Leadership/Supervision:		_____	_____	_____
Communications:		_____	_____	_____
Resource Management:	Result (Contribution)	_____	_____	_____
Resource Management				
Signature _____		Date _____		

Planning/Budgeting:

Employee CORN 89 - scored 98

Continually developed and implemented contingency plans to accommodate dynamic program requirements with severely limited resources to ensure all tasks were accomplished in a timely and accurate manner. Worked with TR, FORSCOM and TRADOC in an attempt to deconflict POM 99 plus up to FORSCOM and TRADOC budgets for AECP efforts that potentially would reduce out year UFRs.

Developed required FPTA POM issue papers as required and tracked the MDEP changes with FDR and SIS to ensure accuracy in reporting. This enabled this program to remain funded at.

Part II - Supervisor Assessment

PART II Supervisor Assessment		Factor Weight	Factor Score	Weighted Score
Employee's NAME: _____				
Instruction: Provide narrative comments regarding employee's contribution against each factor during the current year and a score for each factor.				
Problem Solving:	What (Activity)	_____	_____	_____
Teamwork/Cooperation:		_____	_____	_____
Customer Relations:		_____	_____	_____
Leadership/Supervision:		_____	_____	_____
Communications:		_____	_____	_____
Resource Management:		_____	_____	_____
Resource Management				
Signature _____		Date _____		

Execution/Efficiency:

Employee IRON 75 -scored 50

Did not properly plan and manage resources, to include time, to accomplish all assigned tasks within suspense date, resulting in numerous tasks not being accomplished.

Result (Contribution)

This concludes the Introduction to CCAS.

**If you have any questions, please contact
Local Point of Contact
at (###) POC-FONE
or email address poc@something.army.mi**

This introduction was developed by the Army Project Office for the Civilian Acquisition Workforce Personnel Demonstration Project. Points of Contact are Spencer Hudson, 703-604-7026, DSN 664-7026 or hudsons@sarda.army.mil or Jerry Lee, 703-604-7027, DSN 664-7027 or leeja@sarda.army.mil